

CALIFORNIA STATE OFFICE INSTRUCTION MEMORANDA

Extend	Delete	Memo Number	Subject	Date Issued	Orig. Office
		2002-001	California BLM Policy for Self-Contained Breathing Apparatus (SCBA) Units on BLM Engines DD: 04/15/02	10/03/01	943
		2002-002	Information Needed for Vegetation Treatments EIS (WOIM No. 2001-229) DD: 11/26/01	10/16/01	930
		2002-003	Scheduling of Annual Leave	10/22/01	945
		2002-004	Use or Lose Annual Leave	10/23/01	945
		2002-005	Final Salary Clearance Report Procedures	11/06/01	940
		2002-005 Change 1	Final Salary Clearance Report Procedures	11/23/01	940
		2002-006	Revision of California Special Status Plant List DD: 12/14/01	11/08/01	930
		2002-007	Preparation of FY 2003 Budget Justifications to Congress Using the Budget Planning System DD: 11/27/01	11/13/01	944
		2002-008	State Board of Surveys Appointments	11/14/01	944
		2002-009	Duplicating/Printing Services Annual Report DD: 11/28/01	11/21/01	912
		2002-010	Federally Required Information Technology Security Awareness Training	11/23/01	946
		2002-011	California Idle Well Policy	12/03/01	920
		2002-012	Annual Report DD: 12/07/01	12/04/01	946
		2002-013	Federal Register Notices	12/04/01	912
		2002-014	Review of California Instruction Memoranda Issued in FY 2000 DD: 12/17/01	12/06/01	944
		2002-015	BLM – California Policy on Early Alerts	12/12/01	912
		2002-016	BLM – California Policy on Congressional Relations	12/12/01	912
		2002-017	Deferred Maintenance, Construction, and Engineering Workload DD: 01/25/02	12/19/01	944
		2002-018	FY 2002 Procurement and Agreements Plans DD: 01/11/02	12/21/01	944
		2002-019	Washington Office Call for Fish and Wildlife Data DD: 01/22/02	12/21/01	930
		2002-020	Reinstatement of Proposed “Threatened” Status for the Flat – tailed Horned Lizard DD: 04/16/02	01/14/02	930
		2002-021	Disaster Recovery Documentation for Vital Records DD: 03/15/02	01/16/02	944
		2002-022	Laptop Inventory, Certification, and Additional Security Requirements DD: 01/23/02	01/22/02	946
		2002-023	Policy on the Use of Strong Passwords	01/22/02	946
		2002-024	“Introduction to Supervision” Training Course	01/22/02	945
		2002-025	Desktop Inventory, Certification, and Additional Security Requirements DD: 01/23/02	01/25/02	946

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		2002-026	California FY 2002 Annual Work Plan Approval DD: 02/05/02, 02/08/02, 02/15/02, 03/01/02	01/28/02	944
		2002-026 Change 1	California FY 2002 Annual Work Plan Approval DD: 04/05/02, 04/19/02	03/26/02	944
		2002-027	PayCheck Automated Time and Attendance System	01/29/02	945
		2002-028	Automated Exit Interview	02/05/02	945
		2002-029	California Records Management Training DD: 02/19/02	02/12/02	944
		2002-030	Managing Mail Lists for Customer Outreach DD: 03/15/02	02/19/02	912
		2002-031	Prescribed Burn Plan Writing Course Workshop DD: 02/28/02	02/21/02	943
		2002-032	Proposed Critical Habitat for Five Endemic Carbonate Plants DD: 04/11/02	02/22/02	930
		2002-033	Managing Official Time	03/05/02	942
		2002-034	Land and Water Conservation Fund (LWCF) Project Submissions for FY 2004 DD: 05/07/02	03/06/02	930
		2002-035	Alturas Field Office Recreation Fee Demonstration Pilot Project Financial Procedures DD: 06/01/02	03/08/02	930
		2002-036	Surprise Field Office Recreation Fee Demonstration Pilot Project Financial Procedures DD: 06/01/02	03/08/02	930
		2002-037	Rural Fire Assistance Program, Fiscal Year 2002 DD: 05/01/02	03/14/02	943
		2002-038	Submission Requirements for FY2004 – 2008 Plan for Deferred Maintenance and Capital Improvements DD: 04/12/02	03/15/02	944
		2002-039	Compliance Monitoring of Internet Prohibition for Bureau Laptops	03/15/02	946
		2002-040	Duplicating/Printing Services Semi – Annual Report DD: 04/12/02	03/29/02	912
		2002-041	Budgeting Milestones for Fiscal Years (FY) 2003 and 2004 Using the Budget Planning System (BPS) DD: 04/26/02, 05/14/02, 10/04/02	04/09/02	944
		2002-042	Unauthorized Printing and Duplicating Procurements	04/11/02	912
		2002-043	Lessons Learned from Reviews of the Master Card Integrated Charge Card Program DD: 04/25/02	04/11/02	944
		2002-044	Process for Tracking Litigation Costs in BLM	04/12/02	944
		2002-045	Master Card Review – Findings and Recommendations DD: 06/17/02	04/17/02	944
		2002-046	2002 Annual California Fire Readiness Review DD: 05/06/02	04/18/02	943
		2002-047	Review of Library Video Collection DD: 05/15/02	04/29/02	944
		2002-048	Proposed FY 2003 Program Elements (PEs) DD: 05/24/02/ 05/29/02	05/08/02	944
		2002-049	Trail Contacts and Development of the National Trails Program in FY2002 DD: 05/03/02	05/10/02	930

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		2002-050	Processing of Contracts and Agreements for the Remainder of FY 2002 DD: 07/01/02	06/06/02	944
		2002-051	Response Request on OIG Draft Audit Report DD: 06/24/02	06/12/02	944
		2002-052	Restoring Annual Leave for Employees Deemed Essential During the National Emergency	06/13/02	945
		2002-053	Office Automation Standard	06/26/02	946
		2002-054	Policy on Occupational Safety and Health for California BLM	06/26/02	940
		2002-055	California Fiscal Year (FY) 2003 Planning Target Allocation (PTA) DD: 07/17/02, 08/31/02	07/09/02	944
		2002-056	2002 Preparedness Review Action Items and Response DD: 09/03/02	07/19/02	943
		2002-057	Request/Justification for Telecommunications Services	07/19/02	946
		2002-058	Policy on Use of Panels for Filling Vacant Positions	07/25/02	945
		2002-059	California Fiscal Year (FY) 2002 Mid – Year (MYR) Adjustments DD: 08/09/02	07/25/02	944
		2002-060	Microsoft Office XP Upgrade DD: 08/30/02	08/02/02	940
		2002-061	Use and Care of Government Owned/Leased Motor Vehicles and Equipment	08/06/02	944
		2002-062	Administratively Uncontrollable Overtime Policy for Law Enforcement Rangers – Trial Period	08/08/02	913
		2002-063	Critical Fiscal Year (FY) 2002 Closing Dates and Procedures	08/12/02	944
		2002-064	National Briefing Document System	08/13/02	912
		2002-065	The California BLM CASHE Program	08/13/02	910
		2002-066	Identifying Information Technology Systems That House “Tribal” Indian Trust Data DD: 08/21/02	08/14/02	946
		2002-067	WO Clearance of Press Releases	08/16/02	912
		2002-068	Request for Project Proposals for Native Plant Materials Development for Fiscal Year 2003 and Fiscal Year 2004 DD: 09/20/02, 03/21/03	08/22/02	930
		2002-069	FY 2002 3 rd Quarter Target Adjustments DD: 08/30/02	08/27/02	944
		2002-070	Managing E-Mail Distribution of Information Bulletins and Instruction Memorandums	08/29/02	940
		2002-071	Public Communications	08/30/02	912
		2002-072	Identifying desktop Computers and Laptop Computers that House “Tribal” Indian Trust Data DD: 09/19/02	09/10/02	946